

Notice Number: #138-20
Location: Indian Head, MD
Closing Date: 11/11/2020 (11:59:59 PM (EST))
Command & Location: NAVSEA - NSWC, IHEODTD
Grade: NT-IV/V/VI (GS-11/12/13/14/15 equivalent)
Job Type: **Assistant/Associate Counsel**

The Navy and Marine Corps team offers innovative, exciting and meaningful work linking military and civilian talents to achieve our mission and safeguard our freedoms. The Department of the Navy Office of the General Counsel has been serving the Department since 1941 and is committed to developing innovative legal solutions to the business and other challenges facing the Navy and Marine Corps to enhance the war fighting capability of the Naval Service. You will find our attorneys stationed across the United States and worldwide, working with Navy and Marine Corps personnel wherever the Department's business is conducted.

There is an anticipated vacancy for an Assistant/Associate Counsel within the Office of Counsel at the Naval Surface Warfare Center, Indian Head Division, Indian Head, Maryland (NSWC IHD). NSWC IHD, one of ten Naval Sea Systems Command (NAVSEA) Warfare Centers, is the principal Department of the Navy (DON) research, development, test & evaluation facility for energetics and provides the design, scale-up, and production of explosives, ordnance, and propellants used in all major Department of Defense weapons systems. NSWC IHD is located approximately 20 miles south of the Woodrow Wilson Bridge and is within commuting distance of Washington, D.C.

The NSWC IHD Office of Counsel is a field office within the Office of Counsel and part of DON OGC. NAVSEA is responsible for the development, acquisition, and maintenance of ships, shipboards systems and ordnance for the DON, with an annual budget of over \$32 billion and a workforce of roughly 83,000 military and civilian personnel. The NAVSEA Office of Counsel employs over 150 lawyers located at its Headquarters in Washington, D.C. and in 22 field offices throughout the United States.

The NSWC IHD Office of Counsel employs six attorneys and one paralegal specialist. The office has a varied workload covering the full range of OGC practice, with emphasis on civilian personnel and labor law, federal acquisition law, intellectual property law, litigation, environmental law, fiscal law, standards of conduct, ethics, Freedom of Information Act and Privacy Act matters. The successful candidate will be expected to practice primarily in civilian personnel law, but will also provide legal services in the areas of ethics, standards of conduct, the Freedom of Information Act and Privacy Act, fiscal law, and other command administrative matters. The successful candidate is expected to provide legal advice and assistance on civilian personnel and labor law, including litigating before the Merit Systems Protection Board, the Equal Employment Opportunity Commission, federal district court, and union grievance arbitrations. The successful candidate will also work closely with management and Human Resources on preventative law matters, such as advising on disciplinary

actions, administrative investigations, requests for reasonable accommodation, and security matters.

The position is expected to be filled at the NT-IV/V/VI level (comparable to the GS-11/12/13/14/15) pay band within the NAVSEA Warfare Center Personnel Demonstration Project and has promotion potential to the NT-VI level (comparable to GS-15). Selection may be made at the NT-VI level for an exceptional candidate with expert knowledge of and significant and relevant experience in civilian personnel law. To be eligible for selection at the NT-IV level (GS-11 equivalent), the applicant must have at least one year of professional legal experience, or be a recent law school graduate with superior law student work or activities as demonstrated by: graduating in the top third of their law school class; work or achievement of significance on an official law review or journal; or a special high-level honor, e.g., winning a moot court competition, membership on the law school's official moot court team, or membership in the Order of the Coif. To be eligible for selection at the NT-IV (GS-12 equivalent level), the applicant must have two years of relevant professional legal experience at the GS-11 (or equivalent) level or be a current GS-12 (or equivalent) attorney within the Federal government. Note that for GS-11 (or equivalent) and GS-12 (or equivalent) positions only, a second professional law degree (LL.M.) that required at least one full academic year of graduate study may be substituted for one year of professional legal experience. To be eligible for selection at the NT-V (GS-13 equivalent level), the applicant must have in excess of two years of relevant legal experience. To be eligible for selection at the NT-V (GS-14 equivalent level), the applicant must have a minimum of three-and-one-half years of relevant legal experience, including experience in personnel law and/or related litigation. To be eligible for selection at the NT-VI (GS-15 equivalent level), the applicant must have a minimum of five-and-one-half years of relevant legal experience, with significant experience in civilian personnel law and/or related litigation. The grade level offered will be based upon the successful applicant's qualifications and funding availability.

Applicants will be evaluated on the following: (1) the depth, breadth, and quality of experience in civilian personnel law and related litigation; (2) experience in the other relevant practice areas discussed above; (3) research, analytical, writing, and oral communication skills; (4) interpersonal skills, including the ability to develop strong attorney-client relationships; and (5) the ability to work both independently and as part of a team. Knowledge of the DON, NAVSEA, and OGC is desirable, but not mandatory. Applicants with a record of making significant contributions to the advancement of DON OGC or equivalent Office of General Counsel or law firm/office beyond the day-to-day legal practice are desired.

The successful applicant must have graduated from a law school that is accredited by the American Bar Association, be an active member in good standing of the bar of the highest court of a State, U.S. Commonwealth, U.S. territory, or the District of Columbia, and be admitted to practice before a state or federal court. U.S. citizenship is a requirement of the position, and the successful applicant must be able to obtain and maintain a SECRET clearance.

Applicants should submit a cover letter, resume, two recent and relevant legal writing samples (no

longer than 10 pages each; portions of longer work products are acceptable) that demonstrate analytical and/or advocacy abilities, the two most recent performance appraisals (if available), and the names and telephone numbers of at least three references who may be contacted. Attorneys who have graduated from law school less than 5 years prior to the announcement closing date must provide a copy of their law school transcripts, including class rank. Current federal employees must also provide a copy of their most recent SF-50 form. Please redact social security numbers from any submitted documents. Performance appraisals should include the rating official's narrative. The application should indicate the lowest grade level that the applicant will consider.

Interested attorneys are encouraged to contact Mr. Robert Charles Rutherford (301) 885-9124, or by e-mail at robert.c.rutherford1@navy.mil, for more information.

Electronic applications are preferred and should be sent to nssc_navsea_ogc_vaca@navy.mil. The subject line of the message should state the Personnel Notice Number. Although less desirable, applicants may send applications by FedEx to:

Ms. Effie -Robinson

NAVSEA 00L

Naval Sea Systems Command

1333 Isaac Hull Avenue SE Stop 1150

Washington Navy Yard, DC 20376-1150

This personnel notice will close on November 11, 2020 at 11:59:59 PM (EST), and applications must be received by this date and time to be considered.

If the successful applicant is not currently a member of the Department of the Navy Office of the General Counsel, processing of the hiring action can only commence after submission of those items identified in the "Instructions for New OGC Attorneys" (see Careers section of www.ogc.navy.mil).

NOTICE OF VETERANS' PREFERENCE

There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of the Navy Office of the General Counsel considers veterans' preference eligibility a positive factor for attorney hiring. Applicants eligible for veterans' preference must include that information in their cover letter or resume and attach supporting documentation (e.g., DD Form 214, "Certificate of Release or Discharge from Active Duty") to their submissions.

Although the point-preference system is not used, applicants eligible to claim a 10-point preference must submit a Standard Form (SF) 15, "Application for 10-Point Veteran Preference," and supporting documentation required for the specific type of preference claimed. (SF-15, which lists the types of 10-point preference and the required supporting documents, is available from the Office of Personnel Management Website at www.opm.gov.)

Not all veterans are preference eligible. For a summary of time periods, campaigns, and conditions that entitle an applicant to preference eligibility, please visit

<https://www.fedshirevets.gov/index.aspx>, <https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/veterans>, and see the Veterans' Preference Advisor, operated by the Department of Labor at <http://www.dol.gov/elaws/vets/vetpref/vetspref.htm>.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy or gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

Reasonable Accommodation Links:

<https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/>

<https://www.opm.gov/policy-data-oversight/disability-employment/hiring/#url=Schedule-A-Hiring-Authority>

Legal and Regulatory Guidance Links:

Financial suitability Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/>

Social security number request Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/>

Privacy Act Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/>

Signature and false statements Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/>

Selective Service Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/>

New employee probationary period Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/>

Relocation expenses are not available.